

6117 - RECREATION LEADER II

NATURE OF WORK

This is intermediate level, responsible work involving assisting in the organizing, promoting, and directing the operation of activities at indoor or outdoor recreation centers and playgrounds.

The incumbent assists in planning, supervising, directing, and coordinating work of assigned personnel and in training these personnel engaged in conducting a varied activity program. Work includes insuring the safe conditions of facilities and equipment and the adherence to safety rules.

Work involves promoting activities and events to maximize participating and adapting programs to meet the needs and interests of the citizens.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Assists in organizing, promoting, and directing the activities of an assigned recreation center, playground, park, or community center for groups of all ages.

Assists in planning, scheduling, organizing, and directing City-wide recreation programs.

Recommends purchasing supplies and equipment.

Conducts standard but diversified recreational activities which may include the areas of music, dance, arts and crafts, films, cultural events, nature studies, stage revues, swimming, social recreation, sports, and games.

Resolves complaints and inquiries from the public, including parents.

Inventories and maintains equipment and supplies.

Assists in planning, supervising, directing, and coordinating the work of assigned personnel and in training personnel.

Inspects facilities, grounds, equipment, and supplies to recommend necessary repairs or replacement to ensure safe conditions.

Plans and initiates pro-.notional and publicity projects, including preparing notices and bulletins in order to acquaint the public with activities and to solicit participation. Registers, schedules, and accepts moneys from activity participants.

Compiles and maintains necessary records and receipts for use of facility and expenditures.

Enforces safety and program rules and regulations.

Advises the public regarding available activities.

Issues supplies and equipment to program participants.

Adapts recreation programs to meet the needs and interests of those individuals participating.

Administers basic first aid.

Transports participants to and from activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, rules, and equipment required for standard but diversified recreational activities.

Knowledge of safety precautions and basic first aid procedures.

Ability to instruct individuals and groups of all ages in a variety of recreational and social activities.

Ability to establish and maintain an effective working relationship with other employees and the general public in a manner which promotes high morale and participation.

Ability to assist in planning, organizing, scheduling, promoting, and directing activities for an assigned recreation center, playground, park, or community center for a City-wide program .

Ability to accurately inventory equipment and supplies and to recommend purchasing the same.

Ability to accurately compile and maintain routine records and receipts and to prepare clear and concise reports.

Ability to inspect facilities, grounds, equipment, and supplies to detect need for repair or replacement.

Ability to assist in planning, supervising, directing, and coordinating the work of assigned personnel to promote efficient operation and participation, and to train such personnel.

Ability to accurately issue and follow written and verbal instructions.

MINIMUM REQUIREMENTS

One (1) year full-time paid experience assisting in planning, organizing, and directing recreational activities. Thirty (30) semester hours from an accredited college or university with nine (9) semester hours in Education, Physical Education, and/or Parks and Recreation, may substitute for experience. Partial year may be prorated, providing the (9) semester hour requirement is met. Valid Florida Driver's License. Shift work includes nights, weekends, and holidays.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with latitude for the use of independent judgment in the selection of work methods. May act in the place of supervisor in the supervisor's absence. Work is subject to review for compliance with departmental policies and objectives.

SUPERVISION EXERCISED

Furnishes technical guidance and assists in planning and supervising the activities of assigned

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personnel.

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